

ON-CAMPUS STUDENT EMPLOYMENT FAQ

1. What is the difference between work study and student worker?

Work Study

- * Requires a FASFA
- * Must have financial need
- * Wages come primarily from federal funds
- * Must carry at least 1 credit hour

Student Worker

- * FASFA not required
- * Not based on financial need
- * Wages come from hiring department
- * Must carry at least 1 credit hour

2. When should you begin looking for student employment on campus?

Jobs fill quickly, so start the search early. For example, if looking for jobs for the fall semester, begin looking in mid-summer.

3. How do you apply for on-campus student employment?

Log on to <http://www.unomaha.edu/humanresources/employment.php> and click on Current Job Openings – Apply.

Create a student application and submit it for all positions that are of interest. Check the website regularly for new openings. To find positions use the terms “Student Worker” or “Work Study” in the search window.

4. Why should you work on campus?

- * To gain experience, opportunity, and education, as well as income.
- * To work in a student friendly environment with convenient hours and no commute.
- * To choose from a variety of jobs offered by over 70 departments on campus.
- * Because national research positively correlates on-campus student employment to student performance and persistence.
- * To connect, collaborate, and create with around 1,000 other students working at UNO.
- * To get to know your campus community.
- * To establish professional references for your future career.

5. I have been awarded work study money? Does that mean I automatically get a job?

No, you must still apply for jobs. Work study jobs are competitive, just as student worker jobs are.

6. If I have a work study job, does my pay automatically go towards my tuition?

No, you receive a paycheck, just as with a normal job. You may spend the money as you like.

7. How many hours a week can a student work?

A student may work up to 20 hrs a week during the semester, but may work up to 40 hrs a week on official breaks and the summer. You should speak to your supervisor to understand if this is a possibility for you.

8. How do I apply for financial aid/work study funds?

Go to the FAFSA website:

<http://studentaid.ed.gov/PORTALSWebApp/students/english/fafsa.jsp>

The site has all of the information you need to help you apply on line.

You can also access this site from UNO's Financial Aid Office website:

<http://financialaid.unomaha.edu/>

9. What about my school schedule – will my supervisor work around that?

In the majority of cases, your supervisor will work with you to find the best arrangement to match your work and course schedules. Some positions may require a student worker only for mornings or at specific times. Please read the job description carefully on the careers website and be as specific as possible about your availability in your application.

10. What about breaks, vacation, sick leave?

You are not paid vacation, holiday, jury duty, or sick pay, nor are you eligible for leaves of absence. If you work any four (4) hours continuously, you may be given a paid, fifteen-minute rest period; if you work any six (6) hours continuously, you are entitled to an unpaid lunch period of at least one half-hour.

11. Where can I get more information?

You can read the Student Employee Handbook. Go to:

<http://www.unomaha.edu/humanresources/>

Click on Student Employment Services / Information for students / Student Handbook.